



LOUISIANA STATE UNIVERSITY

LSU Libraries

Office of the Dean of Libraries

LSU Libraries Library Policy Memorandum 3

Office of the Dean Revision 3

Approved by Dean's Council, September 8, 1991

Revisions Approved by Dean's Council, February 20, 2001

Revisions Approved by Dean's Council, August 1, 2007

Subject: Photography and Videotaping in LSU Libraries

Purpose: To establish policy governing photography in the Libraries reproduction of materials in Special Collections or photography in the Libraries

GENERAL POLICY

The LSU Libraries seeks to make all the materials preserved in the Special Collections available to students, faculty, and members of the scholarly community. This goal must always be balanced by our responsibility to ensure the preservation of these unique resources for the use of future generations of students and scholars. Special Collections materials (such as rare books, manuscripts, maps and historical photographs) are damaged by handling and exposure to light. Regulations have therefore been established, in accordance with nationally recognized preservation standards, which limit photographing, videotaping, or electronically scanning or digitizing the materials in Special Collections.

Researchers are not permitted to use photographic, videotape or scanning equipment in Hill Memorial Library without written permission from the Dean of Libraries, the Associate Dean of Libraries, the Head of Special Collections, the Curator of Manuscripts, or the Head of Special Collections Public Services. Such permission will be granted only when it is clear that Special Collections materials will not be endangered, and that denying permission would create a significant and irremediable hardship to a researcher. Visitors who do not have the requisite permission will be required to leave photographic and other equipment in the lockers at the security desk in the foyer of the library. This policy applies to materials on display in exhibitions as well as those used by researchers in the reading rooms.



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Researchers may request reproductions of Special Collections materials in many standard forms and formats, including photographic prints, electrostatic photocopy, microfilm, and digital surrogates. Special Collections staff will accept such requests, subject to subsequent approval. Microfilming requests should be for whole collections only, not for parts of collections. Approval of such requests will be based on an assessment of the probable damage to the original caused by the reproduction process as well as copyright status. Special Collections staff will produce approved reproductions in a timely manner, subject to staff availability and demand for services. Researchers will be charged reasonable fees to recover the cost of providing these services. A list of the kinds of photographic and reproduction services available, and the current charges for these services, is available upon request.

Provision of reproductions in any format does not constitute permission to publish. Permission to publish must be requested separately. For more information, see Library Policy Memorandum on Permissions, Fees and Royalties for Publication of Library Materials, LPM 4. Researchers bear sole responsibility for compliance with copyright statutes.

PHOTOGRAPHY IN MIDDLETON LIBRARY

Researchers are not permitted to use photographic, videotape or scanning equipment in Middleton Library without permission from the Circulation or Reference Desk staff. Such permission will be granted only when it is clear that materials will not be endangered, and patrons will not be disturbed. Those who do not have the requisite permission will be required to leave the premises.